

# **ONLINE PORTAL REGISTRATION**

<https://signatureone.cincwebaxis.com/>

## **Welcome!**

Our website has been designed to help keep you informed about your association so that you feel at home and in touch with your neighbors.

**If you are a HOMEOWNER and want to access your account information or make a payment, please register for secure access to the website.**

### **Please follow these procedures:**

- Click **Sign In** at the upper right corner of this window.
- Click **Create Account** at the bottom right.
- Input your property information into the form. – Make sure to use the Address for the property within the community and your legal name.
- Your registration request will be reviewed by the management office.
- Once your registration is confirmed, you will receive an email (from [donotreply@cincsystems.net](mailto:donotreply@cincsystems.net)) with a link to set your password for your new login id.
- Check your Junk Mail frequently if you have filters that may prevent this email from reaching your inbox.
- Access the email and password link to reset your password as soon as possible, as it will expire within 5 days of the date of the email.
- If you miss the 5-day deadline, return here and click "Forgot Password". A new password link will be emailed to you, which will also expire within 5 days. Please note that anytime you request a new password, the one in previous emails will be voided.
- Once you reset your password, you may log in using your email address and your new password.

### **NOTE:**

If you have an additional property in the community, once approved and registered for your first property, log into the website, click on the **Account Info** dropdown, choose **My Profile** and scroll to the bottom to **Register an Additional Property**. Once your additional property registration is verified and approved you can toggle between property information from your **My Profile** page.

### **Helpful Videos:**

*[Web Axis Experience - How to Register for WebAxis \(1:48\)](#)*

#### **Making a Payment**

<https://www.youtube.com/watch?v=gI89irJU6Wk>

#### **Quick Payments**

<https://www.youtube.com/watch?v=tK6YIHhXOjs>